



LEARNING OPPORTUNITIES

HEALTH & SAFETY POLICY & PROCEDURES

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The Health & Safety Policy & Procedures Policy has been written and approved by a team with a range of experience, and will be reviewed annually.

Date Created: January 2015

Previous Review Date: January 2021

Next Review Date: January 2022

This policy should be read in conjunction with Learning Opportunities Health & Safety Policy & Procedures Manual, & Employee Health & Safety Handbook.

The health, safety and welfare of all the people that work or learn at Learning Opportunities are of fundamental importance. We aim to provide a safe, secure and pleasant environment for everyone where people are fully supported.

COVID-19 UPDATE

Learning Opportunities accepts its responsibilities during the Coronavirus Covid-19 pandemic to ensure they are protecting their workforce and minimising the risk of spread of infection.

This policy is intended to introduce consistent measures in line with the Government's recommendations on social distancing.

These are exceptional circumstances and we will comply with the latest Government advice on Coronavirus at all times.

During the pandemic the Senior Leadership Team have carefully looked at those who can and who should work from home. Where this has not been possible, a risk assessment has been undertaken to make the working environment as safe as possible and to follow the Government's guidance on Corona Virus. A copy of this is available on the Staff Shared Area.

The health and safety requirements of any business activity must also not be compromised at this time. If an activity cannot be undertaken safely due to a lack of suitably qualified staff being available or social distancing being implemented, it should not take place.

We are aware that emergency services are also under great pressure and may not be in a position to respond as quickly as usual.

The Senior Leadership Team will remind staff at every opportunity of the Operating Procedures which are aimed at protecting them, their colleagues, their families and the UK population.

This policy will be reviewed and revised as necessary in response to changes in legislation or guidance on methods of working. Employee's, contractors, suppliers, and consultants are all required to cooperate with us in making this policy work.

Signature: Lesley Buss (Proprietor)

Date: 01.01.2021

Please see the following pages for further information on the procedures we have put in place to operate safely during the Coronavirus pandemic

Self-Isolation

Anyone who meets one of the following criteria should not come to school:

- Has a high temperature or a new persistent cough - follow the guidance on self-isolation
- Extremely Clinically Vulnerable or are pregnant

Procedure if Someone Falls Ill

If a member of staff develops a high temperature or a persistent cough while at work, they should:

- Return home immediately
- Avoid touching anything
- Cough or sneeze into a tissue and put it in a bin, or if they do not have tissues, cough and sneeze into the crook of their elbow.

They must then follow the guidance on self-isolation and not return to work until their period of self-isolation has been completed.

Travel to Work

Wherever possible staff should travel alone using their own transport. Learning Opportunities will:

- Provide hand sanitising facilities at entrances and exits.

Building Access Points

- Stop all non-essential visitors
- Where appropriate, introduce staggered start and finish times to reduce congestion and contact at all times
- Monitor access points to enable social distancing
- Require all staff to wash or clean their hands before entering or leaving the site
- Allow plenty of space (two metres) between people waiting to enter the school
- Regularly clean common contact surfaces

Hand Washing

- Ensure soap and fresh water is readily available and kept topped up at all times
- Provide hand sanitiser where hand washing facilities are unavailable
- Regularly clean the hand washing facilities and check soap and sanitiser levels
- Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.

Toilet Facilities

- Wash hands before and after using the facilities
- Enhance the cleaning regimes for toilet facilities particularly door handles, locks and the toilet flush
- Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.

Eating Arrangements

Whilst there is a requirement to provide a means of heating food and making hot drinks, these are exceptional circumstances and where it is not possible to introduce a means of keeping equipment clean between use, kettles, microwaves etc. will be removed from use.

- Break times will be staggered to reduce congestion and contact at all times
- Hand cleaning facilities or hand sanitiser will be available and should be used by staff when entering and leaving the area
- Staff will be asked to bring pre-prepared meals and refillable drinking bottles from home
- Staff should sit 2 metres apart from each other whilst eating
- Tables will be cleaned between each use
- All rubbish should be put straight in the bin and not left for someone else to clear up
- All areas used for eating must be thoroughly cleaned at the end of each break.

Avoiding Close Working

There will be situations where it is not possible or safe for workers to distance themselves from each other by 2 metres.

General Principles

- Non-essential work that requires close contact should not be carried out
- Barriers & screens in place to protect those who cannot work 2M apart
- Workstations & Desks rearranged to be 2M apart or positioned in way in which persons are not facing each other
- Single use PPE should be disposed of so that it cannot be reused
- Increase ventilation in enclosed spaces
- Regularly clean the inside of vehicles between use by different staff.

Meetings

- Virtual meetings if possible in the first instance
- Only meetings that are absolutely necessary will be arranged
- Attendees should be two metres apart from each other
- Rooms should be well ventilated / windows opened to allow fresh air circulation

- Consider holding meetings in open areas where possible.

Cleaning

- Enhanced cleaning procedures will be in place across the site, particularly in communal areas and at touch points including:
 - Taps and washing facilities
 - Toilet flush and seats
 - Door handles and push plates
 - Hand rails on staircases and corridors
 - Food preparation and eating surfaces
 - Telephone equipment
 - Key boards, photocopiers and other office equipment
 - Rubbish will be emptied regularly throughout and at the end of each day.
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INTRODUCTION

The Proprietor of the school acknowledges their responsibility under the Health and Safety at Work Act 1974 to provide a safe and healthy environment for all staff, students and other people who come onto the premises.

The Proprietor will take all reasonably practicable steps within their power to fulfil this responsibility. They will operate within the structure and framework as detailed in the School Health & Safety Policy and Procedures Manual, and will where reasonably practicable apply all health and safety instructions and advice issued by enforcing bodies.

This Health and Safety Policy contains a plan detailing how we manage our health and safety issues. The policy sets out our commitment to manage risks and provide good standards of health and safety and also to meet our legal duties. Health and safety is an integral part of how we operate as a responsible employer and we have put in place the necessary organisation and arrangements to achieve this. This policy has been initiated after carrying out a full appraisal of our health, safety and welfare requirements and will be reviewed periodically (at least annually).

To assist us with our duty we have retained Peninsula Business Services Limited to provide information and guidance on how these provisions should be managed and recorded. We accept that we cannot discharge our responsibility for managing health, safety and welfare within the workplace to others outside our employ.

HEALTH & SAFETY GENERAL POLICY STATEMENT

Learning Opportunities recognises that it has responsibilities for the health and safety of employees whilst at work and others who could be affected by our work activities. We will assess the hazards and risks faced by our workforce in the course of their work and take action to control those risks to an acceptable, tolerable level.

Learning Opportunities intends meeting its legal obligations by providing and maintaining a safe and healthy working environment so far as is reasonably practicable. This will be achieved by;

- providing leadership and adequate control of identified health and safety risks;
- consulting with our employees on matters affecting their health and safety;
- providing and maintaining safe equipment;
- ensuring the safe handling and use of substances;
- providing information, instruction, training where necessary;
- ensuring that all staff are competent to do their work, and giving them appropriate training;
- preventing accidents and cases of work related ill health;
- actively managing and supervising health and safety at work;
- having access to competent advice;
- aiming for continuous improvement in our health and safety performance and management through regular (at least annual) review and revision of this policy; and
- the provision of the resource required to make this policy and our health and safety arrangements effective.

We also recognise;

- our duty to co-operate and work with other employers when we work at premises or sites under their control to ensure the continued health and safety of all those at work; and
- our duty to co-operate and work with other employers and their workers, when their workers come onto our premises or sites to do work for us, to ensure the health and safety of everyone at work.

To help achieve our objectives and ensure our staff recognise their duties under health and safety legislation whilst at work, we will remind them of their duty to take reasonable care for themselves and for others who might be affected by their activities. These duties are explained at induction and also set out in an Employee Safety Handbook, which sets out their duties and includes our specific health and safety rules.

HEALTH & SAFETY MANAGEMENT STRUCTURE

Although the Proprietor has overall responsibility for the implementation of this policy, day to day responsibility for particular issues has been delegated to key personnel.

Proprietor

In order to fulfil their responsibility, the Proprietor will, as far as reasonably practicable, ensure that:

- Health & Safety management procedures and systems are incorporated as an integral part of the overall school management system, and are adequately given a level of consideration equal to other school issues;

- the School Health & Safety Policy and Procedures Manual, as it relates to areas, activities and persons under the schools control is understood, implemented, maintained and monitored;
- pro-active health and safety risk management is implemented, and reviewed to meet statutory, best practice and local / national requirements;
- where health, safety and welfare duties and responsibilities are delegated to school staff, appropriate and sufficient information, instruction and /or training is identified and organised;
- communication and liaison is maintained with all those who may need to be aware of the requirements of this policy and its procedures;
- a review of the policy and its implementation is carried out at suitable intervals;

Headteacher

The Headteacher will work alongside the Health & Safety Officer, and co-operate with the Proprietor to ensure that:

- adequate health and safety management systems and procedures, that comply with the School Health & Safety Policy and Procedures Manual, are implemented within the school;
- where duties and responsibilities are to be delegated, necessary information, instruction or training is identified and organised;
- systems are in place to monitor the application and effectiveness of the health and safety procedures;
- at intervals agreed with the Proprietor, a review of Health & Safety in the school is carried out; and,
- they take an active and visible part in communicating and encouraging a positive attitude to health, safety and welfare.

Staff

All staff have a responsibility to:

- observe the health & safety policy & procedures in school;
- take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work;
- observe the school's systems of safe working and take any precautions necessary to ensure the safety of themselves and others affected by their work;
- co-operate with the school or any other duty holder so far as is necessary to enable any duty or requirement imposed on the school to be performed or complied with;
- use the correct tools and equipment appropriate for the job and ensure that they are kept in good condition, and not adapted for unauthorised use;
- make use of safety aids, appliances, equipment and protective clothing provided;
- report and seek advice, without delay, on any unsafe conditions, defects in the premises or equipment, or any shortcomings in health and safety arrangements;
- do not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare;

- notify immediately any accident, injury, illness, disease, dangerous occurrence or near miss associated with the carrying out of their duties and responsibilities;
- familiarise themselves with the action to take in the event of fire or other emergency;
- seek advice at the earliest opportunity if they have any concerns regarding health & safety of staff or students in the school.

Students

Students will be encouraged to participate in helping to create a safe learning environment in school.

HEALTH & SAFETY MANAGEMENT RESPONSIBILITIES

The Proprietor has recognised that they retain overall responsibility for health and safety matters. They also recognise that the business needs to take action in respect of the key points listed here. In managing these matters emphasis is placed on recognising hazards and potential risks and then taking steps to minimise their effects on employees and others.

General

- Provide and resource an effective health and safety management system.
- Make arrangements to consult with staff on health and safety matters.
- Arrange and maintain appropriate Employers' Liability Insurance cover.
- Ensure that health and safety implications are considered when acquiring new equipment and machinery.
- Ensure that contractors (when used) are competent and monitored during work.
- Ensure that a process is in place to identify and report hazards.
- Ensure that all employees receive appropriate health and safety training.
- Provide measures to protect the health and safety of employees working alone.
- Monitor the health and safety performance of the organisation.

Occupational Health

- Ensure that adequate procedures are in place to identify and address occupational health risks.
- Ensure that the measures required to reduce and control employees' exposure to occupational health risks are in place and used.
- Implement measures to reduce stress within the workplace.

Accidents, Incidents and First Aid

- Ensure that adequate first aid arrangements are in place.
- Record accidents and incidents.
- Complete accident and incident investigations, identify causes and measures for prevention.

- Ensure that applicable injuries, diseases and dangerous occurrences are reported to the Enforcing Authority.

Fire and Emergency Arrangements

Ensure that;

- Adequate arrangements are in place to deal with fire safety at our premises.
- Employees are aware of the fire and evacuation arrangements and other emergency procedures.
- Emergency equipment is provided, tested and maintained appropriately.
- Adequate Fire Risk Assessments are completed.

Risk Assessment

Ensure that;

- Risk assessments are documented.
- The outcomes of risk assessments are carefully explained to the workforce.

Premises

- Provide a suitable and safe working environment for staff with adequate welfare facilities.
- Ensure that the fixed electrical installation is adequately installed and maintained.
- Introduce and maintain measures to control and manage the risks from asbestos.
- Ensure good housekeeping standards are instigated and maintained.
- Provide suitable and sufficient maintenance of the facilities provided within the workplace.

Equipment

Ensure that;

- All equipment provided by the school is suitable and properly used.
- All work equipment is adequately maintained and safe.
- Portable electrical appliances are adequately maintained, inspected and tested.
- Appropriate hand tools are provided and maintained.
- Any Personal Protective Equipment (PPE) provided gives suitable protection, is used and that employees are given information, instruction and training on its use.

Substances

Ensure that;

- All substances are used safely.
- All substances are appropriately stored.

TRAINING

Newly appointed staff are given an induction into the School's arrangements for Health & Safety and risk assessments. Raising health and safety awareness is achieved in many ways, from delivering training experiences that are tailored to specific tasks through to holding regular health and safety meetings to discuss concerns and remind staff of their obligations as they carry out their day to day activities. They are also issued with an Employee Health & Safety Handbook giving full details of school policies and procedures. All staff are expected to read and sign to confirm that they have a secure knowledge of the policies and procedures. All policies are available to everyone on the Staff Shared drive.

STAFF WELLBEING

Staff wellbeing is of the utmost importance. Individual support is available to any member of staff experiencing both work and non-work related stress. The Proprietor and SLT operate an 'open door' policy for all staff. The introduction of regular small group sessions with a systemic psychotherapist provides an additional tier of support. In addition, the school conducts annual staff surveys.

As well as the aforementioned, there is an Employee Assistance Programme (EAP) in place, which includes 24/7 telephone advice, face-to-face counselling and a suite of online tools to support staff.

For more detailed information, please refer to the school's Work Related Stress Policy.

MONITORING & REVIEW

Monitoring and review help us to check the effectiveness of our Safety Management System.

The operation of this policy and arrangements is actively monitored through the periodic review of our completed Safety Record Forms and also by using Periodic Workplace Checklists. The Proprietor has overall responsibility for this, but some of the routine tasks may be delegated.

In addition, an annual monitoring visit is conducted by our Health & Safety Consultants (Peninsula), which incorporates a Health & Safety compliance review. A report on findings / outcomes is provided to the school and where necessary any actions required are addressed.

CONCLUSION

It is the responsibility of every one to make these arrangements work. By achieving this collective responsibility there is much greater likelihood of achieving an accident free

environment and progressively improving the management of safety, and staff's / students' general well-being.